

Click the ☆ to print preview this document.

**Milper Message Number
11-227**

**Proponent
AHRC-OPL-R**

**Title
4TH QTR, FY 2011 VOLUNTARY TRANSFER INCENTIVE PROGRAM (VTIP)**

...Issued: [22 Jul 11]...

- A. AR 350-100, OFFICER ACTIVE DUTY SERVICE OBLIGATIONS
 - B. AR 614-100, OFFICER ASSIGNMENT POLICIES, DETAILS AND TRANSFERS
 - C. DA PAM 600-3, COMMISSIONED OFFICER DEVELOPMENT AND CAREER MANAGEMENT
 - D. MILPER MESSAGE 11-192, COHORT YEAR GROUP (YG) 2004/2008 FUNCTIONAL DESIGNATION (FD) BOARD
-
- 1. THIS MILPER MESSAGE IS EFFECTIVE UPON RELEASE AND EXPIRES NLT 21 JULY 2012.
 - 2. THIS MESSAGE PROVIDES PROCEDURAL GUIDANCE FOR THE 4TH QTR, FY11 VOLUNTARY TRANSFER INCENTIVE PROGRAM (VTIP). THE 4TH QTR, FY11 VTIP PANEL RESULTS WILL RELEASE ON 31 OCTOBER 2011. ARMY COMPETITIVE CATEGORY (ACC) OFFICERS MAY SUBMIT THEIR DA FORM 4187 REQUESTING BRANCH OR FUNCTIONAL AREA (FA) TRANSFER BEGINNING 21 JULY – 9 SEPTEMBER 2011. OFFICERS SELECTED FOR A BRANCH/FA TRANSFER UNDER THIS PROGRAM WILL INCUR A THREE-YEAR ACTIVE DUTY SERVICE OBLIGATION (ADSO) TO BE SERVED IN THE APPROVED BRANCH/FA.
 - 3. APPLICATION TIMELINE FOR THE 4TH QTR, FY11 VTIP PANEL:
 - A. 21 JULY 2011 – APPLICATION WINDOW OPENS
 - B. 9 SEPTEMBER 2011 – APPLICATION WINDOW CLOSSES
 - C. 31 OCTOBER 2011 – VTIP PANEL RESULTS RELEASED
 - 4. ELIGIBILITY: IN ORDER TO PARTICIPATE IN THE 4TH QTR, FY11 VTIP OFFICERS MUST MEET THE FOLLOWING CRITERIA:
 - A. MUST BE AN ARMY COMPETITIVE CATEGORY OFFICER.
 - B. MUST BE A FIRST LIEUTENANT (1LT) PROMOTABLE, CAPTAIN (CPT) OR CPT PROMOTABLE AS OF 9 SEPTEMBER 2011. OFFICERS IN THIS CATEGORY ARE ELIGIBLE TO SUBMIT A REQUEST FOR A

TRANSFER OUT OF AND INTO A BASIC BRANCH/FA.

C. MUST BE A MAJOR (MAJ) WITH LESS THAN 14 YEARS OF ACTIVE FEDERAL COMMISSIONED SERVICE (AFCS) AS OF 9 SEPTEMBER 2011. OFFICERS IN THIS CATEGORY ARE ELIGIBLE TO SUBMIT A REQUEST FOR TRANSFER INTO A FA OR BRANCH IN WHICH THEY PREVIOUSLY SERVED.

EXCEPTIONS WILL BE MADE FOR OFFICERS WITH OVER 14 YEARS OF AFCS IN THE GRADE OF MAJ AND LTC WHO REQUEST TO TRANSFER FROM A BASIC BRANCH/FA INTO FINANCE CORPS. THIS EXCEPTION IS NOT DEPICTED IN TABLE 1-1 (BRANCH/FA IN/OUT CHART).

D. WARRANT OFFICERS ARE NOT ELIGIBLE FOR THIS PROGRAM.

E. SECOND LIEUTENANTS (2LTS) AND 1LTS ARE NOT ELIGIBLE FOR THIS PROGRAM (SEE BRANCH DETAIL EXCEPTION IN PARAGRAPH, 5 (B)).

F. REGULAR ARMY OFFICERS CURRENTLY CONTROLLED BY THE JUDGE ADVOCATE GENERAL'S CORPS, CHAPLAIN CORPS, AMEDD, OR MEDICAL SERVICE (MS) CORPS ARE NOT ELIGIBLE FOR THIS PROGRAM. OFFICERS IN THESE CATEGORIES SHOULD CONTACT THEIR HUMAN RESOURCES COMMAND (HRC) ASSIGNMENT OFFICER FOR SUBMISSION PROCESS.

G. RECALL TO ACTIVE DUTY AND INTERSERVICE TRANSFER OFFICERS ARE ELIGIBLE TO PARTICIPATE IN THIS PROGRAM AFTER SERVING AT LEAST 12 MONTHS ON ACTIVE DUTY IN THE BRANCH/FA THEY WERE DESIGNATED. APPLICANTS MUST HAVE AT LEAST ONE OFFICER EVALUATION REPORT (OER) ON FILE IN THE INTERACTIVE PERSONNEL ELECTRONIC RECORDS MANAGEMENT SYSTEM (IPERMS). IF THE OER HAS NOT YET BEEN SUBMITTED TO IPERMS, INCLUDE THE OER WITH THE DA FORM 4187 AND EMAIL TO HRC.OPMD.RETENTION@CONUS.ARMY.MIL.

H. ARMY RESERVE AND NATIONAL GUARD OFFICERS, INCLUDING ACTIVE GUARD RESERVE (AGR), ARE NOT ELIGIBLE FOR THIS PROGRAM. AGR OFFICERS REQUESTING TO CONDUCT A BRANCH TRANSFER MAY SUBMIT THEIR REQUEST TO RETENTION & TRANSITION BRANCH AT HRC. OFFICERS MUST SUBMIT A DA FORM 4187 (SIGNED ONLY BY THE OFFICER REQUESTING THE TRANSFER), A MEMORANDUM FOR RECORD STATING REASON FOR REQUEST AND ONE LETTER OF RECOMMENDATION FROM A LTC OR ABOVE. OFFICER MUST SUBMIT THEIR REQUEST ELECTRONICALLY TO: HRC.OPMD.RETENTION@CONUS.ARMY.MIL AND ADDRESS DA FORM 4187 TO:

LEADER DEVELOPMENT DIVISION
ATTN: RETENTION & TRANSITION BRANCH
1600 SPEARHEAD DIVISION AVENUE, DPMT 280
FORT KNOX, KY 40122-5208

I. OFFICERS WHO HAVE UNDERGONE OR ARE PENDING AN UNFAVORABLE ACTION ARE NOT ELIGIBLE FOR THIS PROGRAM. UNFAVORABLE ACTIONS INCLUDE BUT ARE NOT LIMITED TO: PENDING OR HAVE BEEN FOUND GUILTY UNDER ANY FORM OF UCMJ ACTION AS A COMMISSIONED OFFICER; RECEIVED A GENERAL OFFICER LETTER OR MEMORANDUM OF REPRIMAND (GOLOR/GOMR); TWO TIME NON-SELECT FOR PROMOTION; FAILS TO MEET ARMY PHYSICAL FITNESS OR ARMY HEIGHT/WEIGHT STANDARDS IAW AR 600-9; AND OFFICERS THAT HAVE RECEIVED A REFERRED OER OR ACADEMIC EVALUATION REPORT (AER).

J. OFFICERS SERVING AN ADSO FOR SPECIAL SELECTION PROGRAMS (e.g. JOCCP, NDIC, NSDP, FBI INTERN AND MENU OF INCENTIVES) ARE ELIGIBLE TO PARTICIPATE IN THIS PROGRAM. OFFICERS IN THESE CATEGORIES WITH APPROVED TRANSFERS WILL INCUR A THREE-YEAR ADSO (TO BE SERVED CONSECUTIVELY TO ANY EXISTING ADSO; BEGINNING ONE DAY AFTER THE EXISTING ADSO EXPIRES).

K. OFFICERS WHO ATTENDED GRADUATE SCHOOL UNDER THE ADVANCED CIVIL SCHOOL (ACS) PROGRAM, EXPANDED GRADUATE SCHOOL PROGRAM (EGSP), TRAINING WITH INDUSTRY (TWI), FELLOWSHIPS, OR ANY OTHER CIVILIAN EDUCATION PROGRAMS FOR ADSO ARE ELIGIBLE TO PARTICIPATE IN THIS PROGRAM. OFFICERS IN THESE CATEGORIES WITH APPROVED TRANSFERS WILL INCUR A THREE-YEAR ADSO (TO BE SERVED CONSECUTIVELY TO ANY EXISTING ADSO; BEGINNING ONE DAY AFTER THE EXISTING ADSO EXPIRES).

L. OFFICERS REQUESTING TO TRANSFER INTO SPECIAL FORCES (SF), CIVIL AFFAIRS (CA), OR

PSYCHOLOGICAL OPERATIONS (PO) MUST HAVE SUCCESSFULLY COMPLETED THE RESPECTIVE OFFICER QUALIFICATION COURSE. OFFICERS IN THIS CATEGORY WITH APPROVED TRANSFERS WILL INCUR A THREE-YEAR ADSO (TO BE SERVED CONSECUTIVELY TO ANY EXISTING ADSO; BEGINNING ONE DAY AFTER THE EXISTING ADSO EXPIRES).

5. EXCEPTIONS: THE FOLLOWING THREE CATEGORIES WILL BE CONSIDERED AS EXCEPTIONS TO THIS PROGRAM AND WILL BE CONSIDERED SEPARATELY FROM VTIP.

A. LIEUTENANT COLONELS (LTC) AND MAJS WITH 14 YEARS OR MORE OF AFCS AS OF 9 SEPTEMBER 2011.

B. 1LTS AND CPTS CURRENTLY ENROLLED IN THE BRANCH DETAIL PROGRAM REQUESTING TO REMAIN IN THEIR DETAILED BRANCH. OFFICERS SUBMITTING A REQUEST MUST BE WITHIN SIX MONTHS OF THEIR BRANCH DETAIL EXPIRATION (BR DTL/EXPIRES) DATE AND CANNOT BE CURRENTLY ENROLLED OR HAVE ATTENDED THEIR BASIC BRANCH CAPTAINS CAREER COURSE (CCC). OFFICERS REQUESTING TO TRANSFER INTO A BRANCH OTHER THAN THEIR DETAILED BRANCH MUST PARTICIPATE UNDER VTIP ELIGIBILITY CRITERIA.

C. OFFICERS WHO MUST TRANSFER OUT OF THEIR CURRENT BRANCH DUE TO MEDICAL LIMITATION OR MEDICAL BOARD PROCEEDINGS. OFFICER MUST SUBMIT A REQUEST FOR TRANSFER WHICH INCLUDES THE FOLLOWING: PREFERENCES ANNOTATED ON DA FORM 4187, MEDICAL DOCUMENTATION AND/OR MOS/MEDICAL RETENTION BOARD (MMRB) FINAL RESULTS. MEDICAL TRANSFERS ARE CONSIDERED INVOLUNTARY AND WILL NOT INCUR AN ADSO IF APPROVED.

D. OFFICERS IN CATEGORIES 5A, 5B AND 5C MAY SUBMIT AN EXCEPTION TO POLICY TO RETENTION & TRANSITION BRANCH AT HRC. OFFICERS MUST SUBMIT A DA FORM 4187 (SIGNED ONLY BY THE OFFICER REQUESTING THE TRANSFER), A MEMORANDUM FOR RECORD STATING REASON FOR REQUEST AND ONE LETTER OF RECOMMENDATION FROM A LTC OR ABOVE. OFFICER MUST SUBMIT THEIR REQUEST ELECTRONICALLY TO: HRC.OPMD.RETENTION@CONUS.ARMY.MIL AND ADDRESS DA FORM 4187 TO:

LEADER DEVELOPMENT DIVISION
ATTN: RETENTION & TRANSITION BRANCH
1600 SPEARHEAD DIVISION AVENUE, DPMT 280
FORT KNOX, KY 40122-5208

E. OFFICERS IN CATEGORIES 5A AND 5B WITH APPROVED TRANSFERS WILL INCUR A THREE-YEAR ADSO (TO BE SERVED CONSECUTIVELY TO ANY EXISTING ADSO; BEGINNING ONE DAY AFTER THE EXISTING ADSO EXPIRES). MEDICAL TRANSFERS WILL NOT INCUR AN ADSO IF APPROVED. ALL SUBMISSIONS ARE EVALUATED ON A CASE BY CASE BASIS AND THE DIRECTOR, OFFICER PERSONNEL MANAGEMENT DIRECTORATE (OPMD), ARMY HRC IS THE APPROVAL AUTHORITY.

6. APPLICATION PROCEDURES: THE GUIDELINES FOR OFFICERS REQUESTING TO PARTICIPATE IN 4TH QTR, FY11 VTIP ARE AS FOLLOWS:

A. OFFICERS SHOULD READ DA PAM 600-3 TO ENSURE THEY UNDERSTAND THE CRITERIA AND QUALIFICATIONS FOR THE BRANCH/FA THEY ARE REQUESTING. OFFICERS SHOULD VISIT THE BRANCH/FA WEBSITE TO LEARN MORE ABOUT THE BRANCH/FA OF THEIR INTEREST.
[HTTPS://WWW.HRC.ARMY.MIL/SITE/ACTIVE/OPMD/OPMD.HTM](https://www.hrc.army.mil/site/active/opmd/opmd.htm)

(1) ALL FUNCTIONAL AREAS WITH THE EXCEPTION OF FA24, FA29, FA34, AND FA40 REQUIRE OFFICERS TO HAVE COMPLETED OR BE ENROLLED IN CCC. FA24, FA29, AND FA34 WILL ARRANGE ON A CASE BY CASE BASIS FOR THE OFFICER TO COMPLETE THE SIGNAL COURSE, FIELD ARTILLERY COURSE, AND THE MILITARY INTELLIGENCE COURSE RESPECTIVELY. IN THE CASE OF FA40, OFFICERS WILL BE REQUIRED TO ATTEND A CCC THAT IMPROVES KNOWLEDGE OF THE MILITARY DECISION MAKING PROCESS (MDMP).

(2) ALL FA OFFICERS MUST COMPLETE THE NECESSARY QUALIFICATION COURSES FOR THEIR APPROVED FA AS SOON AS POSSIBLE AFTER TRANSFER. CONTACT FA ASSIGNMENT OFFICERS TO

FIND OUT MORE INFORMATION ON COURSE DATES AND CURRICULUM. OFFICERS WHO CANNOT COMPLETE THE NECESSARY QUALIFICATION COURSES WILL BE INVOLUNTARILY RETURNED TO THEIR BASIC BRANCH/FA AND HAVE THEIR VTIP CONTRACT VOIDED.

(3) OFFICERS WITH A P2 OR P3 PROFILE MUST SUBMIT A COPY OF THEIR DA FORM 3349 OR MMRB/MEB DOCUMENTATION AS PART OF THEIR PACKET DEMONSTRATING THEY ARE ELIGIBLE TO DEPLOY WORLD-WIDE. OFFICERS THAT ARE NOT WORLD-WIDE DEPLOYABLE SHOULD CONTACT THE ASSIGNMENT OFFICER FOR THE FA IN WHICH THEY ARE INTERESTED. OFFICER EXPERIENCE MAY MEET A REQUIREMENT THE ARMY HAS IN WHICH CASE DEPLOYABILITY MAY BE WAIVED.

B. OFFICERS SELECTING FA24-TELECOMMUNICATIONS SYSTEMS ENGINEER AS A PREFERENCE MUST MEET THE FOLLOWING MINIMUM REQUIREMENTS:

(1) OFFICER MUST HAVE AN UNDERGRADUATE DEGREE IN AN INFORMATION TECHNOLOGY (IT)/SCIENCE/MATHEMATICS FIELD OF STUDY SUCH AS MATHEMATICS, ELECTRICAL ENGINEERING, COMPUTER SCIENCE OR PHYSICS.

(2) IF THE OFFICER DOES NOT POSSESS ONE OF THE REQUIRED UNDERGRADUATE DEGREES, HE/SHE MUST HAVE A GRE WITH A QUANTITATIVE SCORE GREATER THAN 550. MEMORANDUM FOR RECORD SUBMITTED TO HRC SHOULD DISCUSS RELATED NON-DEGREE BACKGROUND.

(3) OFFICER SHOULD INCLUDE ANY IT CERTIFICATIONS WHEN SUBMITTING VTIP REQUEST TO HRC. INFORMATION TECHNOLOGY CERTIFICATIONS ARE NOT REQUIRED BUT ILLUSTRATE CAPABILITY TO SERVE AS A FA24.

C. OFFICERS SELECTING FA29-ELECTRONIC WARFARE (EW) AS A PREFERENCE MUST MEET THE FOLLOWING MINIMUM REQUIREMENTS:

(1) ABILITY TO OBTAIN AND MAINTAIN A TOP SECRET (TS) SECURITY CLEARANCE. A TS SECURITY CLEARANCE IS REQUIRED PRIOR TO ATTENDING THE FA29 QUALIFICATION COURSE.

(2) OFFICERS WORKING IN EW PREVIOUSLY WITH ADDITIONAL SKILL IDENTIFIER (ASI) 1J ARE ENCOURAGED TO APPLY.

D. OFFICERS SELECTING FA30-INFORMATION OPERATIONS (IO) AS A PREFERENCE MUST MEET THE FOLLOWING MINIMUM REQUIREMENTS:

(1) OFFICERS MUST BE COMPLETE, CURRENTLY ATTENDING, OR ENROLLED IN CCC WITHIN SIX MONTHS PRIOR TO THE VTIP PANEL CONVENING. ADDITIONALLY, OFFICERS WHO ARE ALREADY COMMITTED TO ANOTHER PROGRAM (e.g. FELLOWSHIPS, USMA) MAY NOT BE ELIGIBLE TO COMPETE SINCE THOSE COMMITMENTS MAY NOT SUPPORT A TIMELINE TO BEGIN TRAINING AS A FA30.

(2) OFFICERS MUST BE AVAILABLE TO TRANSITION TO FA30 AND COMPLETE THE 12-WEEK FA30 QUALIFICATION COURSE WITHIN 18 MONTHS OF BEING APPROVED FOR TRANSFER.

(3) ABILITY TO OBTAIN AND MAINTAIN A TS/SENSITIVE COMPARTMENTED INFORMATION (SCI) ACCESS CLEARANCE. A SECRET SECURITY CLEARANCE IS REQUIRED PRIOR TO ATTENDING THE FA30 QUALIFICATION COURSE.

(4) POSSESS THE POTENTIAL FOR ADVANCED CIVILIAN SCHOOLING (ACS), TRAINING WITH INDUSTRY (TWI), AND WORKING WITH GOVERNMENT AGENCIES IN THE AREAS OF INTERNATIONAL STUDIES, GOVERNMENT, OR MARKETING.

(5) MUST BE CULTURALLY ASTUTE, STRATEGIC THINKERS, AND EXPERT COMMUNICATORS WITH INTEGRITY AND THE HIGHEST STANDARDS OF PROFESSIONAL ETHICS.

(6) ABILITY TO OPERATE IN JOINT, INTERAGENCY, INTERGOVERNMENTAL, AND MULTINATIONAL (JIIM) ENVIRONMENTS AND LEVERAGE CAPABILITIES BEYOND THE ARMY IN ACHIEVING THEIR COMMANDER'S OBJECTIVES. RECOMMENDED FIELDS OF STUDY INCLUDE BUT NOT LIMITED TO MARKETING, ADVERTISING, ANTHROPOLOGY, PSYCHOLOGY, SOCIOLOGY, POLITICAL SCIENCE, INTERNATIONAL RELATIONS, AND COMMUNICATIONS.

(7) OFFICERS SHOULD DISPLAY A HIGH-DEGREE OF PHYSICAL FITNESS AND BE AVAILABLE FOR WORLD-WIDE DEPLOYMENT.

E. OFFICERS SELECTING FA34-STRATEGIC INTELLIGENCE AS A PREFERENCE MUST MEET THE FOLLOWING MINIMUM REQUIREMENTS:

(1) OFFICERS MUST HAVE EITHER A MINIMUM GPA OF 3.0, A GRE OF 500/500/4.0 OR A COMPLETED MASTERS DEGREE (THIS IS A REQUIREMENT FOR ACCEPTANCE INTO THE MASTER OF SCIENCE IN STRATEGIC INTELLIGENCE PROGRAM AT THE NATIONAL DEFENSE INTELLIGENCE COLLEGE(NDIC)).

(2) ABILITY TO OBTAIN AND MAINTAIN A TS SECURITY CLEARANCE BASED ON A SINGLE SCOPE BACKGROUND INVESTIGATION (SSBI) AND ACCESS TO SCI.

(3) OFFICERS MUST BE COMPLETE OR ENROLLED IN CCC AND COMPLETE OR CURRENTLY SERVING IN A COMPANY GRADE LEVEL KD POSITION IN THEIR BASIC BRANCH.

F. OFFICERS SELECTING FA40-SPACE OPERATIONS MUST HAVE A COMPLETE OR INTERIM TS/TSI SECURITY CLEARANCE. PERSONNEL WITH AN INTERIM TS/SCI MUST INCLUDE A JOINT PERSONNEL ADJUDICATION SYSTEM (JPAS) PERSON SUMMARY IN THEIR VTIP REQUEST TO HRC. THIS DOCUMENT MAY BE OBTAINED BY COORDINATING WITH YOUR INSTALLATION SECURITY MANAGEMENT OFFICE (SMO).

G. OFFICERS SELECTING FA46-PUBLIC AFFAIRS AS A PREFERENCE MUST MEET THE FOLLOWING MINIMUM REQUIREMENTS:

(1) OFFICER MUST BE IMMEDIATELY WORLD-WIDE DEPLOYABLE IAW DA PAM 600-3

(2) OFFICERS IN THE RANK OF CPT MUST HAVE COMPLETED THEIR BASIC BRANCH KD REQUIREMENTS. OFFICERS MUST HAVE COMPLETED CCC, BE CURRENTLY ATTENDING OR SCHEDULED IN ATRRS THRU THEIR BASIC BRANCH TO BEGIN CCC WITHIN SIX MONTHS OF ACCEPTANCE.

(3) OFFICER MUST BE ABLE TO ATTEND THE PUBLIC AFFAIRS QUALIFICATION COURSE (PAQC) WITHIN 18 MONTHS OF ACCEPTANCE.

H. OFFICERS SELECTING FA48-FOREIGN AREA OFFICER (FAO) AS A PREFERENCE MUST MEET MINIMUM REQUIREMENTS FOR FA48 AND COMPLETE A SPECIALIZED QUESTIONNAIRE. REQUIREMENTS VARY BY COHORT YEAR GROUP (CYG) AND IT IS CRITICAL THAT THE OFFICER CONSIDER NOT ONLY GENERAL REQUIREMENTS BUT SPECIFIC REQUIREMENTS FOR THEIR CYG AS OUTLINED IN THIS MESSAGE.

(1) OFFICERS APPLYING FOR FA48 MUST MEET THE FOLLOWING GENERAL REQUIREMENTS:

(A) GENERAL REQUIREMENTS FOR ALL OFFICERS APPLYING:

1. COMPLETE THE FAO QUESTIONNAIRE THAT WILL BE REVIEWED BY THE FAO PROPONENT. QUESTIONNAIRES MUST BE RECEIVED BY FAO PROPONENT NLT ONE WEEK PRIOR TO THE FINAL SUBMISSION DATE (9 SEPTEMBER 2011) OF VTIP PACKETS TO HRC. OFFICERS WHO DO NOT SUBMIT THIS QUESTIONNAIRE WILL NOT BE CONSIDERED FOR SELECTION TO FA48 AND DESIGNATION AS A FAO.

2. OFFICERS ARE REQUIRED TO COMPLETE THE DEFENSE LANGUAGE APTITUDE BATTERY (DLAB) AND HAVE THEIR SCORE POSTED ON THEIR OFFICER RECORD BRIEFING (ORB) PRIOR TO THE VTIP BOARD. THE MINIMUM DLAB SCORE IS 95. OFFICERS ALREADY POSSESSING A FOREIGN LANGUAGE ARE STILL REQUIRED TO MEET MINIMUM DLAB REQUIREMENTS AS FAO BRANCH MAY REQUIRE THEM TO LEARN ANOTHER LANGUAGE.

3. OFFICERS MUST HAVE COMPLETED CCC. ADDITIONALLY, OFFICERS MUST HAVE COMPLETED COMPANY GRADE LEVEL KD POSITIONS IN BASIC BRANCH ASSIGNMENTS OR BE CURRENTLY SERVING IN THEIR KD POSITION.

4. IAW AR 621-1, AN OFFICER MUST HAVE A BACCALAUREATE DEGREE WITH A GPA OF 2.5 ON A 4.0 SCALE OR HAVE COMPLETED A FAO RELATED GRADUATE DEGREE AS PER DA PAM 600-3. OFFICERS WHO DO NOT MEET THE 2.5 GPA IN THE BACCALAUREATE DEGREE MAY BE ASKED TO PROVIDE GRADUATE DEGREE TRANSCRIPTS AND/OR GRE SCORES. OFFICERS THAT ARE DEPLOYED TO A COMBAT ZONE AND ARE UNABLE TO OBTAIN THEIR COLLEGE TRANSCRIPTS AND/OR GRE SCORES CAN SEND A LETTER TO BOTH THEIR BASIC BRANCH AND FA48 PROPONENT OFFICE EXPLAINING THEIR SITUATION.

5. OFFICERS MUST BE WILLING TO ACCEPT DESIGNATION INTO ANY FA48 AREA OF CONCENTRATION (AOC). PLEASE NOTE THAT WHILE OFFICERS MAY SUBMIT UP TO FOUR PREFERENCES, AOC DESIGNATION IS DONE TO MEET ARMY REQUIREMENTS AND OFFICERS MAY NOT RECEIVE A DESIGNATION INTO ONE OF THEIR PREFERENCES.

6. OFFICERS WHO ARE ALREADY COMMITTED TO ANOTHER PROGRAM (e.g. FELLOWSHIPS, USMA, ETC.) MAY NOT BE ELIGIBLE TO COMPETE. FAO TRAINING IS EXTENSIVE AND AN OFFICER'S COMMITMENT TO ANOTHER PROGRAM MAY NOT ALLOW FOR THE TIME REQUIRED TO FULLY TRAIN AS A FAO. OFFICERS IN OTHER PROGRAMS MUST BE ABLE TO PCS TO FAO TRAINING BY SUMMER 2013.

7. OTHER CONSIDERATIONS: FAO OFFICERS OFTEN SERVE IN REMOTE ASSIGNMENTS WHERE SERVICES AND CONCURRENT SPOUSE ASSIGNMENTS MAY NOT BE AVAILABLE. OFFICERS WHO HAVE FAMILY MEMBERS WITHIN THE EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP) OR ARE DUAL MILITARY SHOULD SERIOUSLY CONSIDER WHETHER FAO IS THE RIGHT CHOICE FOR THEM. ALL OFFICERS WITH FAMILIES ARE ENCOURAGED TO HAVE THEIR FAMILY SCREENED FOR EFMP PRIOR TO SUBMISSION OF THE APPLICATION SO THAT THEY CAN MAKE AN INFORMED DECISION IN SELECTING.

(B) SPECIFIC CYG OFFICER REQUIREMENTS:

1. CYG 1999 AND OLDER: OFFICERS IN THESE CYG MUST ALREADY POSSESS ALL REQUIRED SKILLS AND EXPERIENCES AS A TRAINED FAO. FAO BRANCH WILL NOT BE ABLE TO PROVIDE ANY TRAINING TO OFFICERS IN THESE CYG. THUS, OFFICERS MUST HAVE THE FOLLOWING SKILLS IN THE AOC THEY DESIRE TO ACCESS INTO:

A. LANGUAGE SKILLS WITH A CURRENT (WITHIN LAST 12 MONTHS) DLPT SCORE OF 2/2 OR HIGHER IN A LANGUAGE OF THE REGION FOR WHICH THEY WANT TO APPLY.

B. A GRADUATE DEGREE IN AN APPROPRIATE FAO RELATED DISCIPLINE (SEE DA PAM 600-3, CHAPTER 28).

C. EXTENSIVE REGIONAL EXPERIENCE IN THE AREA/REGION OF THE WORLD FOR WHICH THEY ARE APPLYING TO BE A FAO.

D. POSSESS ALL GENERAL REQUIREMENTS AS LISTED ABOVE IN SECTION H-1A.

2. CYG 2000, 2001, 2002 AND 2003: FAO WILL NOT ASSESS OFFICERS INTO THE PROGRAM IN THESE CYGs. THE FAO PROGRAM WILL ALLOW OFFICERS IN CYG 2000, 2002 AND 2003 TO REQUEST TRANSFER OUT OF THE PROGRAM INTO OTHER BRANCHES/FA. OFFICERS DESIRING TO MAKE THIS TRANSFER SHOULD FOLLOW INSTRUCTIONS AS PER THIS MILPER MESSAGE FOR THE BRANCH/FA THEY WOULD LIKE TO ENTER.

3. CYG 2004: OFFICERS IN THESE CYG MUST POSSESS ALL GENERAL REQUIREMENTS LISTED ABOVE. IN ADDITION, IT IS HIGHLY DESIRABLE FOR OFFICERS IN THESE CYG TO POSSESS ONE OR MORE OF THE SKILLS/EXPERIENCES AS OUTLINED ABOVE FOR CYG 1999 AND OLDER. FINALLY, CYG 2004 OFFICERS SHOULD BE ELIGIBLE TO MOVE AND START TRAINING BY SUMMER 2012.

4. CYG 2005 AND 2006: OFFICERS IN THESE CYG MUST POSSESS ALL GENERAL REQUIREMENTS LISTED ABOVE. IN ADDITION, IT IS HIGHLY DESIRABLE FOR OFFICERS IN THESE CYG TO POSSESS ONE OR MORE OF THE SKILLS/EXPERIENCES AS OUTLINED ABOVE FOR CYG 1999 AND OLDER.

FINALLY, CYG OFFICERS SHOULD BE ELIGIBLE TO MOVE AND START TRAINING BY SUMMER 2013.

(C) FOR MORE INFORMATION ABOUT THE FAO PROGRAM, PLEASE LOOK AT DA PAM 600-3, CHAPTER 28. ALSO SEE THE FOLLOWING WEBSITES: THE FAO PROPONENT WEBSITE AT WWW.G357EXTRANET.ARMY.PENTAGON.MIL/DCSEXTRANET/SS/SSF/DEFAULT.ASPX, OR THE HRC WEBSITE AT [HTTPS://WWW.HRC.ARMY.MIL/SITE/PROTECT/BRANCHES/OFFICER/OS/FOREIGNAREA_/INDEX.HTM](https://WWW.HRC.ARMY.MIL/SITE/PROTECT/BRANCHES/OFFICER/OS/FOREIGNAREA_/INDEX.HTM). THE FAO QUESTIONNAIRE CAN BE FOUND AT WWW.FAO.ARMY.MIL.

(D) FOR QUESTIONS OR CONCERNS, PLEASE CONTACT THE FAO PROPONENT OFFICE BY EMAIL AT DAMOSSFFA48@CONUS.ARMY.MIL. ENSURE SUBJECT LINE OF EMAILS STATE NAME OF OFFICER AND "VTIP" AT A MINIMUM. OFFICERS SHOULD SUBMIT THE COMPLETED QUESTIONNAIRE TO THE FAO PROPONENT EMAIL (PREFERRED) OR BY FAX. IF DONE BY FAX, FAX HEADER SHOULD CLEARLY STATE THAT FAX IS FOR DAMO-SSF, FAO PROPONENT. FAO PROPONENT FAX: (703) 602-8198.

I. OFFICERS SELECTING FA49-OPERATIONS RESEARCH/SYSTEMS ANALYSIS (ORSA) AS A PREFERENCE MUST MEET THE FOLLOWING MINIMUM REQUIREMENTS:

- (1) OFFICERS IN THE RANK OF CPT MUST HAVE COMPLETED THEIR BASIC BRANCH KD REQUIREMENTS OR ARE CURRENTLY OCCUPYING A KD POSITION.
- (2) OFFICERS MUST HAVE COMPLETED, OR ARE CURRENTLY ENROLLED IN CCC.
- (3) OFFICERS MUST HAVE SUCCESSFULLY COMPLETED AT LEAST ONE SEMESTER OF CALCULUS.
- (4) DUE TO THE TECHNICAL NATURE OF FA49, OFFICERS SHOULD HAVE AN ACADEMIC BACKGROUND IN MATH, SCIENCE, ENGINEERING, ECONOMICS, OR FINANCE. SUCCESSFUL COMPLETION OF STATISTICS AND ADDITIONAL CALCULUS COURSES ARE DESIRED. OFFICERS WILL BE EXPECTED TO PASS THE ORSA MILITARY APPLICATIONS COURSE OR COMPLETE A GRADUATE DEGREE IN OPERATIONS RESEARCH OR RELATED FIELD. EVENTUALLY, ALL OFFICERS WILL BE EXPECTED TO EARN A GRADUATE DEGREE.

J. OFFICERS SELECTING FA50-FORCE MANAGEMENT AS A PREFERENCE MUST MEET THE FOLLOWING REQUIREMENTS:

- (1) OFFICERS IN THE RANK OF CPT MUST HAVE COMPLETED THEIR BASIC BRANCH KD REQUIREMENTS OR ARE CURRENTLY OCCUPYING A KD POSITION. OFFICERS WITH AT LEAST 24 MONTHS IN KD POSITIONS IN A BRIGADE, DIVISION OR CORPS HEADQUARTERS ARE PREFERRED.
- (2) OFFICERS MUST BE YG2005 OR OLDER; FA50 HAS NO CPT AUTHORIZATIONS.
- (3) A SPECIFIC UNDERGRADUATE DEGREE IS NOT A REQUIREMENT; HOWEVER THOSE WITH UNDERGRADUATE DEGREES IN BUSINESS, FINANCE, PROJECT MANAGEMENT, AND HUMAN RESOURCES ARE HIGHLY ENCOURAGED TO APPLY. WE ARE LOOKING FOR OFFICERS WHO HAVE THE TECHNICAL APTITUDE TO GRASP COMPLEX, ABSTRACT IDEAS AND UNDERSTAND KEY LEADERSHIP ACTIONS THAT MUST BE TAKEN TO ADAPT THE ARMY AS CHANGE OCCURS.
- (4) OFFICERS MUST POSSESS THE POTENTIAL FOR ADVANCED CIVILIAN SCHOOLING (ACS), TRAINING WITH INDUSTRY (TWI), AND COMPLEX RESEARCH FELLOWSHIP PROGRAMS.

K. OFFICERS SELECTING FA52-NUCLEAR COUNTER-PROLIFERATION AS A PREFERENCE MUST MEET THE FOLLOWING REQUIREMENTS:

- (1) OFFICERS IN THE RANK OF CPT MUST HAVE COMPLETED THEIR BASIC BRANCH KD REQUIREMENTS OR ARE CURRENTLY OCCUPYING A KD POSITION.
- (2) POSSESS UNDERGRADUATE DEGREE IN MATHEMATICS, HARD SCIENCE (e.g. PHYSICS, CHEMISTRY, OR BIOLOGY), OR ENGINEERING AND HAVE EITHER A MINIMUM GPA OF 3.0 OR A GRE OF 500/500/4.0.

(3) FA52 REQUIRES OFFICERS WITH COMBATING WMD EXPERIENCE AT THE TACTICAL AND OPERATIONAL LEVEL INCLUDING EOD (21ST EOD COMPANY ASSIGNMENT), CHEMICAL (TECH ESCORT OR HRP ASSIGNMENT), AND NATIONAL GUARD CIVIL SUPPORT TEAM ASSIGNMENT. FA52 OFFICERS ARE TECHNICAL EXPERTS ON NUCLEAR WEAPONS, NUCLEAR MATERIAL, AND NUCLEAR WEAPONS EFFECTS; KNOWLEDGEABLE OF CWMD POLICY, PLANS, AND TREATIES; ABLE TO TRAIN AND TEACH COMPLEX SCIENCE TO MILITARY AND CIVILIAN PERSONNEL; ABLE TO PROVIDE ADVICE AND TECHNICAL EXPERTISE ON THE EIGHT MISSION AREAS OF CWMD.

L. OFFICERS SELECTING FA53-INFORMATION SYSTEMS MANAGEMENT AS A PREFERENCE MUST MEET THE FOLLOWING MINIMUM REQUIREMENTS:

(1) OFFICERS MUST HAVE AN UNDERGRADUATE DEGREE IN AN IT RELATED FIELD OF STUDY.

(2) OFFICERS MUST POSSESS OR HAVE THE ABILITY TO OBTAIN AND MAINTAIN A TS/SCI SECURITY CLEARANCE.

(3) OFFICERS SHOULD INCLUDE ANY IT CERTIFICATIONS WHEN SUBMITTING REQUEST TO HRC. INFORMATION TECHNOLOGY CERTIFICATIONS (e.g. CISSP, CEH, SECURITY+, NET+) ARE NOT REQUIRED BUT ILLUSTRATE CAPABILITY TO SERVE AS A FA53.

M. OFFICERS SELECTING FA57-SIMULATION OPERATIONS AS A PREFERENCE MUST MEET THE FOLLOWING MINIMUM REQUIREMENTS:

(1) OFFICERS MUST HAVE COMPLETED CCC, BE CURRENTLY ATTENDING OR SCHEDULED IN ATRRS THRU THEIR BASIC BRANCH TO BEGIN CCC WITHIN SIX MONTHS OF ACCEPTANCE.

(2) SUCCESSFULLY COMPLETED COMPANY COMMAND. COMPANY GRADE OFFICERS WHO HAVE NOT COMPLETED COMPANY COMMAND MAY STILL SELECT FA57, AND THESE OFFICERS WILL BE ASSIGNED TO A COMPANY COMMAND WITHIN TRADOC BY THE FA57 ASSIGNMENTS OFFICER PRIOR TO THEIR FIRST SIMULATION OPERATIONS ASSIGNMENT.

(3) MUST BE ABLE TO ATTEND THE SIMULATION OPERATIONS QUALIFICATION COURSE WITHIN 18 MONTHS OF ACCEPTANCE.

N. OFFICERS SELECTING FA59-STRATEGIC PLANS AND POLICY AS A PREFERENCE MUST MEET THE FOLLOWING MINIMUM REQUIREMENTS:

(1) OFFICERS MUST BE YG2005 AND OLDER. FA59 DOES NOT HAVE CPT BILLETS.

(2) APPLICANTS MUST HAVE A GRE SCORE OF 500/500/4.

(3) OFFICER MUST POSSESS OR HAVE THE ABILITY TO OBTAIN AND MAINTAIN A TS/SCI SECURITY CLEARANCE.

(4) SELECTED OFFICERS MUST COMPLETE THE DEFENSE STRATEGY COURSE AND BASIC STRATEGIC ARTS PROGRAM.

(5) OFFICERS ACCESSED WITHOUT A MASTERS DEGREE WILL COMPLETE AN APPROVED GRADUATE PROGRAM.

O. OFFICERS SELECTING ACQUISITION CORPS AS A PREFERENCE MUST MEET THE FOLLOWING REQUIREMENTS:

(1) BE A GRADUATE OF CCC (BRANCH IMMATERIAL).

(2) HAVE SUCCESSFULLY COMPLETED A MINIMUM OF 12 MONTHS IN KD OR SERVING IN A QUALIFYING KD ASSIGNMENT FOR THEIR BASIC BRANCH.

(3) ALTHOUGH IT IS NOT REQUIRED, OFFICERS WITH 24 BUSINESS HOURS WILL STRONGLY BE CONSIDERED. INTERESTED OFFICERS CAN REVIEW THE WEBSITE LISTED BELOW FOR THE DEFINITION OF 24 BUSINESS HOURS OR CONTACT AN ASSIGNMENT OFFICER AT THE ACQUISITION BRANCH.

P. OFFICERS ELECTING TO PARTICIPATE IN THE VTIP PANEL MUST ELECTRONICALLY SUBMIT A DA FORM 4187 (TABLE 1-2), MEMORANDUM FOR RECORD STATING REASON FOR REQUEST, TRANSCRIPTS, CERTIFICATIONS, AND ANY OTHER DOCUMENTS NOT IN THE APPLICANT'S OFFICER PERSONNEL MILITARY MANAGEMENT FILE (OMPF).

Q. OFFICERS MAY ONLY REQUEST ONE BRANCH/FA.

R. REQUESTS (DA FORM 4187) MUST ONLY BE SIGNED BY THE OFFICER REQUESTING THE TRANSFER. THERE IS NOT A REQUIREMENT FOR THE DA FORM 4187 TO BE SIGNED BY ANYONE IN THE OFFICER'S CHAIN OF COMMAND. SEE EXAMPLE DA FORM 4187 IN TABLE 1-2.

S. LETTERS OF RECOMMENDATION WILL NOT BE CONSIDERED.

T. OFFICERS CANNOT REQUEST TRANSFER INTO SF, CA, PO (UNLESS SUCCESSFULLY COMPLETED SF, CA, OR PO OFFICER QUALIFICATION COURSE), AVIATION, AMEDD, MS CORPS, JUDGE ADVOCATE GENERAL'S CORPS, CHAPLAIN CORPS, OR FA47-MILITARY ACADEMY PROFESSOR.

U. OFFICERS INTERESTED IN BECOMING AN FA47-MILITARY ACADEMY PROFESSOR SHOULD CONTACT THE MILITARY ACADEMY DEPARTMENT IN WHICH YOU ARE INTERESTED IN TEACHING. THE MILITARY ACADEMY ALSO PUBLISHES ADVERTISEMENTS FOR PROFESSORS THRU AKO EMAILS, THE WEST POINT WEBPAGE, AND ARMY RELATED PUBLICATIONS WHICH DESCRIBE HOW AND WHEN TO APPLY. OFFICERS WILL BE SCREENED AND SELECTED BY A MILITARY ACADEMY COMMITTEE. CRITERIA FOR AN ACADEMY PROFESSOR CAN BE FOUND IN DA PAM 600-3.

V. REQUESTS SUBMITTED AFTER 9 SEPTEMBER 2011 WILL BE RETURNED WITHOUT ACTION.

W. THE SUBMISSION OF A REQUEST WILL NOT AFFECT AN OFFICER ON ORDERS OR HIS/HER NORMAL PCS ROTATION SCHEDULE.

X. THE VTIP PANEL WILL ELECTRONICALLY REVIEW ALL APPLICANT'S OMPF AND SUBMITTED DOCUMENTS (e.g. CERTIFICATIONS, GRE SCORE SHEETS, ETC.). APPLICANTS ARE ENCOURAGED TO UPDATE ALL INFORMATION IN THEIR OMPF.

Y. OFFICERS QUALIFYING AND ELECTING TO PARTICIPATE IN THE VOLUNTARY TRANSFER INCENTIVE PROGRAM MUST SUBMIT THEIR REQUEST ELECTRONICALLY TO HRC.OPMD.RETENTION@CONUS.ARMY.MIL AND ADDRESS DA FORM 4187 TO:

LEADER DEVELOPMENT DIVISION
ATTN: RETENTION & TRANSITION BRANCH
1600 SPEARHEAD DIVISION AVENUE, DPMT 280
FORT KNOX, KY 40122-5208

7. APPROVED TRANSFERS. OFFICERS APPROVED FOR TRANSFER WILL:

A. RECEIVE A VTIP APPROVAL NOTIFICATION FROM RETENTION & TRANSITION BRANCH OUTLINING THE TRANSFER DATE INTO THEIR NEW BRANCH/FA ALONG WITH THEIR ACKNOWLEDGMENT OF A THREE-YEAR ADSO.

B. HAVE THE OPTION TO ACCEPT OR DECLINE THEIR TRANSFER. OFFICERS ELECTING TO DECLINE TRANSFER WILL REMAIN IN CURRENT BRANCH/FA AND MUST WAIT ONE YEAR BEFORE SUBMITTING ANOTHER REQUEST. THE BRANCH/FA APPROVED BY THE SELECTION PANEL WILL BE VOID.

C. BE REQUIRED TO ACCEPT OR DECLINE THEIR TRANSFER BY REPLYING TO HRC.OPMD.RETENTION@CONUS.ARMY.MIL NLT 30 WORKING DAYS FROM NOTIFICATION.

D. TRANSFER TO THE SELECTED BRANCH/FA IS EFFECTIVE UPON THE DATE INDICATED IN THE NOTIFICATION OFFERED TO THE OFFICER. OFFICERS ASSIGNED TO UNITS WITHIN 120 DAYS OF LAD WILL REMAIN WITH THEIR UNIT UNTIL R+120 AND THEN TRANSFER TO THEIR GAINING BRANCH/FA.

E. HAVE AT LEAST 12 MONTHS TIME ON STATION PRIOR TO TRANSFER TO THE APPROVED BRANCH/FA. OFFICERS SERVING A THREE-YEAR OCONUS TOUR MUST COMPLETE 30 MONTHS OF TOUR PRIOR TO THEIR AVAILABILITY DATE.

F. OFFICERS WITHOUT AN EXISTING ADSO WILL BEGIN THEIR THREE-YEAR ADSO UPON REPORTING INTO TRAINING AND/OR A PCS ICW NEW BRANCH/FA. OFFICERS WITH AN EXISTING ADSO WILL BEGIN THEIR THREE-YEAR ADSO ONE DAY AFTER THE EXISTING ADSO EXPIRES.

G. OFFICERS WHO ARE UNABLE TO COMPLETE THE REQUIRED TRAINING FOR THEIR APPROVED BRANCH/FA WILL BE INVOLUNTARILY RETURNED TO THEIR PREVIOUS BRANCH/FA.

8. TRANSFER ELIGIBILITY. TABLE 1-1 (BRANCH/FA TRANSFER ELIGIBILITY): THIS TABLE BREAKS OUT BRANCH/FA ELIGIBILITY BY YEAR GROUP FOR TRANSFER IN AND OUT DURING THE 4TH QTR, FY11 VTIP PANEL. "IN" INDICATES AN OFFICER MAY REQUEST TRANSFER INTO A BRANCH/FA. "OUT" INDICATES AN OFFICER MAY REQUEST A TRANSFER OUT OF A BRANCH/FA. "EITHER" INDICATES AN OFFICER MAY TRANSFER IN OR OUT OF A BRANCH/FA. "CLOSED" INDICATES THAT AN OFFICER MAY NOT TRANSFER IN OR OUT OF A BRANCH/FA.

9. ANY QUESTIONS OR CONCERNS ABOUT THE VTIP PROGRAM OR ELIGIBILITY CAN BE ADDRESSED VIA EMAIL AT HRC.OPMD.RETENTION@CONUS.ARMY.MIL.

TABLE 1-1 (BRANCH/FA IN/OUT CHART)

	2008	2007	2006	2005	2004	2003	2002	2001	2000	1999	1998	1997
AC	Closed	Closed	In	In	In	In	Out	Closed	Out	Closed	Closed	Out
AD	Out	Out	In	In	Out	In	In	In	In	In	In	Out
AG	Out	In	In	In	Out	In	In	In	Out	In	Closed	Out
AR	Out	Out	Out	Out	Out	Out	Either	Either	Either	Out	Out	Out
AV	Closed	Closed	Closed	Out	Out	Out	Closed	Closed	Closed	Closed	Closed	Closed
CA	Closed	Closed	Closed	Closed	Out	Closed	In	In	In	In	In	In
CM	Out	Out	Closed	Out	In	In	In	Closed	In	Closed	Closed	In
EN	Out	Out	Out	In	Out	In	In	In	In	In	In	In
FA	Out	Out	Out	Out	Out	In	In	In	In	In	Closed	Closed
FI	Out	Out	In	In	In	In	In	In	In	In	In	In
IN	Out	Out	Out	Out	Out	Out	Either	Either	Either	Either	Closed	Closed
LG	In	Out	Closed	Out	Out	Closed	In	In	Closed	In	In	Closed
MI	In	Out	Out	Either	Out	Out	Closed	Closed	Closed	Closed	Closed	Closed
MP	Out	Out	Out	Out	Out	Either	Either	Closed	Closed	Closed	Closed	Closed
PO	Closed	Closed	Closed	Closed	Out	Out	Out	Out	In	In	In	In
SC	In	Out	In	Out	Out	In	Closed	Closed	Closed	Closed	Closed	Closed
SF	Closed	Closed	Closed	Closed	Out	In	Out	Out	Out	Out	Out	Out
FA24	In	In	In	In	In	Out	Out	Closed	In	Closed	In	In
FA29	In	In	In	In	In	In	In	In	In	In	In	Closed
FA30	In	In	In	In	In	In	Out	Out	Closed	In	In	In
FA34	Closed	Closed	In	In	In	Out	Out	Either	Closed	In	In	Out
FA40	In	Out	In	Closed	In	Out	Out	Out	Out	Out	Out	Out
FA46	In	Closed	In	In	In	Out	Out	Out	In	In	Closed	Closed
FA48	Closed	Closed	In	In	In	Out	Out	Closed	Out	In	In	In

FA49	Closed	Closed	In	In	In	Out	Out	In	In	In	In	In
FA50	Closed	Closed	Closed	In	In	Out	In	In	Closed	Closed	In	Out
FA52	Closed	Closed	In	In	In	In	Out	In	Out	Out	In	Out
FA53	In	In	In	In	In	Out	Out	Closed	In	Closed	Closed	In
FA57	In	In	In	In	In	Closed	Out	In	In	In	In	In
FA59	Closed	Closed	Closed	In	In	Out	Closed	In	In	Closed	Out	Closed

TABLE 1-2 (EXAMPLE DA FORM 4187)

PERSONNEL ACTION			
For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER			
DATA REQUIRED BY THE PRIVACY ACT OF 1974			
AUTHORITY: Title 5, Section 5512, Title 10, USC, E.O. 9397. PRINCIPAL PURPOSE: Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III). ROUTINE USES: To initiate the processing of a personnel action being requested by the soldier. DISCLOSURE: Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.			
1. THRU (Include ZIP Code) Commander 4-9 Cavalry Squadron Fort Hood, TX 76544	2. TO (Include ZIP Code) Leader (Development) Division ATTN: Retention & Transition Branch 1600 Spearhead Division Avenue Fort Knox, KY 40122-5208	3. FROM (Include ZIP Code) Commander HBT, 4-9 Cavalry Squadron Fort Hood, TX 76544	
SECTION I - PERSONAL IDENTIFICATION			
4. NAME (Last, First, MI) Doe, John A.	5. GRADE OR RANK/PWOS/ACC CPT/AR		6. SOCIAL SECURITY NUMBER 123-45-6789
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)			
7. The above soldier's duty status is changed from _____ to _____ effective _____ hours.			
SECTION III - REQUEST FOR PERSONNEL ACTION			
8. I request the following action: (Check as appropriate)			
<input type="checkbox"/> Service School (Enl only) <input type="checkbox"/> ROTC or Reserve Component Duty <input type="checkbox"/> Volunteering For Overseas Service <input type="checkbox"/> Ranger Training <input type="checkbox"/> Reassignment Extreme Family Problems <input type="checkbox"/> Exchange Reassignment (Enl only) <input type="checkbox"/> Airborne Training	<input type="checkbox"/> Special Forces Training/Assignment <input type="checkbox"/> On-the-Job Training (Enl only) <input type="checkbox"/> Retesting in Army Personnel Tests <input type="checkbox"/> Reassignment Married Army Couples <input type="checkbox"/> Reclassification <input type="checkbox"/> Officer Candidate School <input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	<input type="checkbox"/> Identification Card <input type="checkbox"/> Identification Tags <input type="checkbox"/> Separate Rations <input type="checkbox"/> Leave - Excess/Advance/Outside CONUS <input type="checkbox"/> Change of Name/SSN/DOB <input checked="" type="checkbox"/> Other (Specify) <input type="checkbox"/> Branch Transfer (VTIP)	
9. SIGNATURE OF SOLDIER (When required) LOGAN DAMBION LAMAR 111641892		10. DATE (YYYYMMDD) 20110228	
SECTION IV - REMARKS (Applies to Sections II, III, and VI (Continue on separate sheet))			
1. Request Branch Transfer (VTIP) to _____ (You may only request "ONE" Branch or Functional Area) 2. Officer meets Army height and weight standards 3. Officer is not pending any UCMJ action 4. Officer is not pending or on separation orders. 5. Supporting documentation is attached as required (transcripts, certifications, or additional documents not in OMPF).			
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL			
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein:			
<input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED			
12. COMMANDER/AUTHORIZED REPRESENTATIVE		14. DATE (YYYYMMDD)	
13. SIGNATURE			

DA FORM 4187, JAN 2000

PREVIOUS EDITIONS ARE OBSOLETE

AND PREVIOUS

Click the ☆ to print preview this document.